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S E C R E T

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19 May 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 17 May 1988

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1. Events of Major Interest That Have Occurred During the
Preceding Week:

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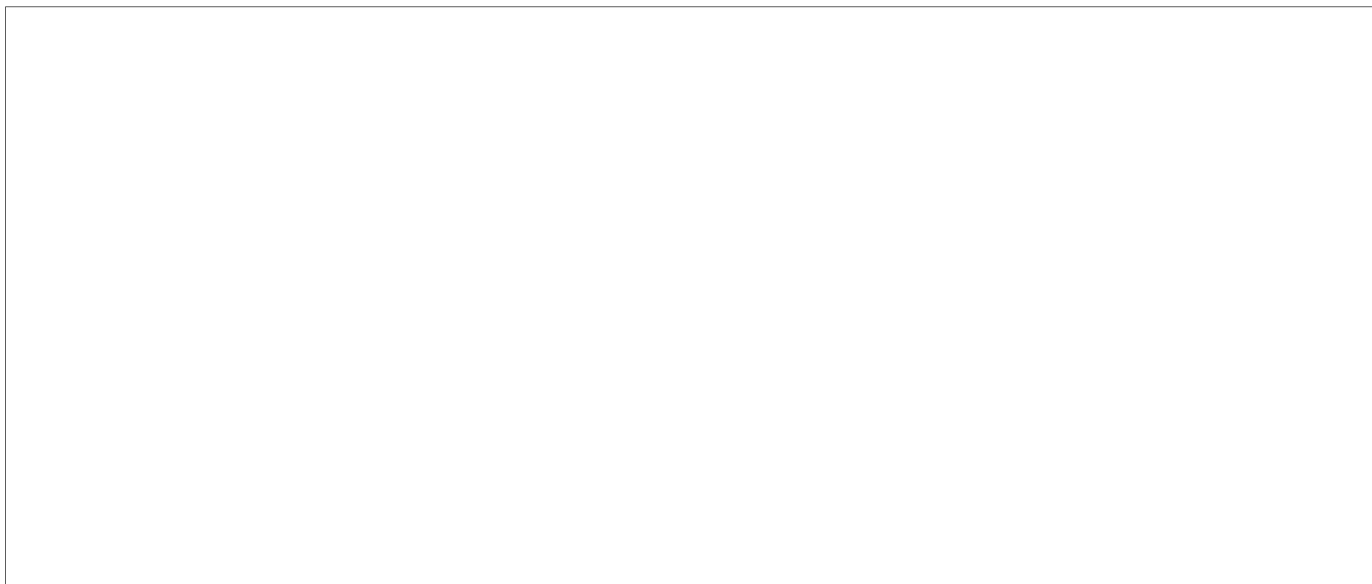
b. OL reports that as of 9 May, 14 tractor-trailer loads, approximately half, of furniture for the North Tower of the New Headquarters Building has been received from CorryHiebert. The remainder of the North Tower furniture should be delivered by 15 June.

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* g. Representatives from the Office of Security, OL, the General Services Administration, and two outside contractors met on 11 May to discuss the removal of asbestos from all 12 floors of the Key Building. The work is scheduled to begin on 23 May and should be completed during the first week in September. All work will be done between 1900 and 0600 hours. ~~To lessen the spread of asbestos through the air, the air-conditioning unit will be turned off during the night and restarted in the morning. One floor will be completed each week.~~ [redacted]

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h. On 2 May, the Agency Contracts Group, OL, received a requisition totaling \$260,000 from the Office of Information Technology requesting that a contract be let with Wang Laboratories, Incorporated, for reinstallation of Wang Systems in the New Headquarters Building. The contract will include the dedication of a Project Coordinator and Customer Engineer to coordinate and perform the services required for a smooth transition of equipment. [redacted]

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i. On 13 May, the Printing and Photography Group, OL, received a request from the Office of the DCI on behalf of Vice President Bush, for the reproduction of 322 pages of speech material that Vice President Bush gave during his tenure as DCI. This request was completed within the two-hour deadline. [redacted]

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* j. On 13 May, Near East Division tasked the Printing and Photography Group, OL, to provide support at the Arlington National Cemetery via videotaping the memorial service for William F. Buckley. Fifteen videotape copies of the ceremony will be sent to the family and various Agency offices. [redacted]

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k. On 10 May, the Office of Information Resources requested that the Printing and Photography Group, OL, reproduce 260 copies of 10 color photographs. The prints are to be included in a White House Briefing Book for the President's upcoming trip to Moscow. [redacted]

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